

# **Instructions for Submitting a State (ELCP) or National (NELAP) Environmental Laboratory Certification Initial Application Package**

## **Part I - Administrative Information**

- Complete all information

## **Part II - Personnel**

- Complete all information
- Complete all required educational, employment and training information; and include all necessary documentary evidence in support of education, training and experience of laboratory personnel (transcripts, training course certificates, resumes, etc.).
- Documentary evidence is not required for laboratories seeking **only** secondary NELAP accreditation but the manager/lead technical director, quality assurance officer and supervisor(s)/technical director(s) must be listed on Part II and submitted.

## **Part III - Analytical Testing Parameters**

- A blank copy of Part III giving all certifications/accreditations offered by New Jersey's Program can be downloaded from OQA's web site at <http://www.nj.gov/dep/enforcement/oqa/labcert.html>.
- **Adding Parameters for ELCP and NELAP Primary Laboratories:**
  1. On Part III enter an "A", in the Status column, next to the parameter(s) you would like to add.
  2. Submit only the pages on which your company has entered information.
- **Adding Parameters for NELAP Secondary Laboratories** – Follow the NELAP Secondary Laboratories Coding/Cross-Referencing Instructions

Please note that NELAP laboratories requesting secondary accreditation in New Jersey must include the current effective Scope of Accreditation Analyte List from their Primary Accreditation Body and a **Part III that has been properly coded** (see Laboratories Coding/Cross-Referencing Instructions)

## **Annual Fee Payment**

- A check or money order made payable to the "Treasurer-State of New Jersey" must be included with your application. When calculating fees please refer to the fee schedule (N.J.A.C. 7:18, Regulations Governing the Certification of Laboratories and Environmental Measurements, Section 2.9). Please note that there are several combination fee categories that may apply.